

Older Americans Act (OAA) Financial Reporting Guidance

Date: Monday, March 21, 2022

Time: 9:30 am

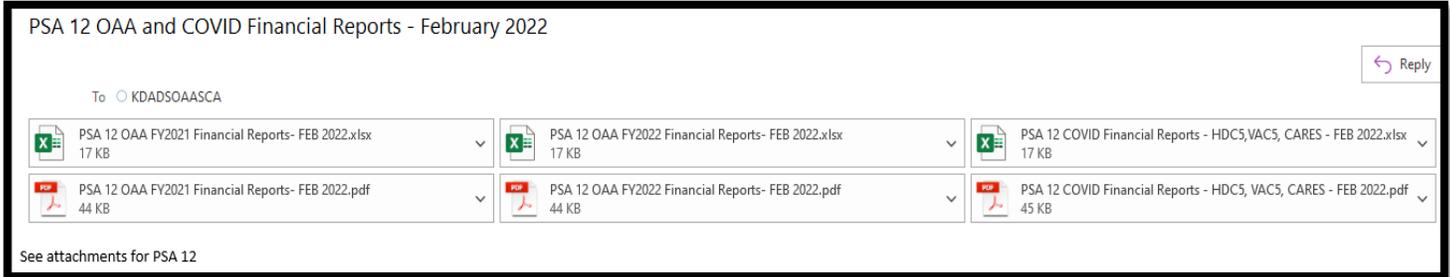
Measures

Due to the multiple ongoing OAA grants and corresponding reporting, KDADS is issuing this reporting requirements guidance for submission of ALL OAA grants monthly financial reports during Federal Fiscal Year 2022 (October 1, 2021 – September 30, 2022) and future federal reporting periods.

In accordance with Kansas Department on Aging Field Services Manual (FSM):8.1.7 OAA Title III Financial Report Requirements

1. The AAA is required to submit financial reports to KDADS to comply with Federal and State reporting requirements. The AAA shall be responsible for gathering accurate information necessary to complete the following reports within the specified timeframes:
 - The KDADS Financial Report Forms shall be completed monthly and submitted to KDADS on or before the 20th of the month following the reporting period as stated on the annual AAA Calendar of Deadline and Dates.
 - Furthermore, it is of the utmost importance that the KDADS FSM, [field-service-manual---complete.pdf \(ks.gov\)](#) section 8, updated 2013, [section-8-complete.pdf \(ks.gov\)](#) be used as your **ONLY** point of reference when creating your report. Any other materials may be outdated, and therefore create insufficient reporting methods. These include but are not limited to Information Memorandums, Policy updates, or any other materials that predate the creation of Kansas Department of Aging and Disability Services.
 - All required reports are detailed in **Table 1** below.
2. Report Format. All Reports shall be provided to KDADS in electronic excel format and portable document format.
 - Such Reports shall itemize Grantee's progress for the reporting period. The last report shall be a cumulative report for the Agreement term.
 - Monthly reports should include ALL grants unless all the funds have been exhausted for a specific grant (must indicate as Final).
 - Your monthly report email must be formatted as follows:

[PSA #] + OAA Regular or COVID 19 + [FFY of Grant] + Financial Reports [Month] [Year]



- Attachments must include excel format and PDF format with signature pages. Each fiscal year's grant reports (Admin, B, C1, C2, D, and E) should be included **one** document and attachment. Do not send a single attachment that combines multiple grant year award reports.
- Body of email: If you are submitting OAA reports as an attachment, but only reporting on B, C1 and C2 for example, you must indicate on the email what titles you are reporting for that specific month and what titles were previously exhausted. Each month, all OAA reports must be submitted **at one time** regardless of whether funds were spent, unless the entire award has been exhausted **per #2** above.
- If there is a resubmission of a revised monthly report. Please indicated on subject of email and body "revision."
- Submit All reports TO KDADSOAASCA@ks.gov

3. Report Forms

- The AAA is responsible for using the most current financial reports forms. They are updated on the KDADS website, [here](#).
- Regular OAA Financial Report is used for all Fiscal year grants and ARPA grant.

Grant #: Add [Fiscal Year] and [Grant] + [Date] of last approved by KDADS budget.

- For the month of: **[Month] [Year] of report**
- Grant period from: This should be the fiscal year period corresponding with the Federal Fiscal Year.

KANSAS DEPARTMENT ON AGING			
Title III-B Supportive Services			
Financial Report			
Grant #: <u>FFY2022 Regular OAA</u>	For the month of: <u>Oct-21</u>	If appropriate "X"	
Budget Approved [MM/DD/YYYY]	(MM,YY)	Fin. Report: <input checked="" type="checkbox"/>	Revised Report: <input type="checkbox"/>
I. General Information:			
Area Agency: <u>Kansas Area Agency on Aging</u>		PSA#: <u>12</u>	
II. RECEIPTS			
Funding Sources		A. Report Month	B. Year-to-Date
1. State Cash Non-Match			
2. Program Income Non-Match			
		Grant Period From: <u>10/1/2021</u>	
		To: <u>9/30/2022</u>	



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503 South Kansas Avenue
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Fax: (785) 296-0256
kdads.wwwmail@ks.gov
www.kdads.ks.gov

Laura Howard, Secretary

Laura Kelly, Governor

- COVID 19 consolidated financial report must be submitted for CARES, FFCRA, HDC5, and VAC 5. This is all in one report and it is submitted in one attachment. Include signature on each report page. (See below)

Agency Name	<u>Kansas Area Agency on Aging</u>						<input type="checkbox"/> Budget
PSA #	<u>12</u>						<input checked="" type="checkbox"/> Revised Budget
For the month of (MM, YY)	<u>Oct-21</u>						<input checked="" type="checkbox"/> Financial Report
Grant Period FFY2022	<u>October 1, 2021 - September 30, 2022</u>						<input type="checkbox"/> Revised Financial
							<input type="checkbox"/> Final Financial
Financial Expenditures							
	Award Description	HDC5 Local	HDC5 Federal	HDC5 Program Income	VACS Local	VACS Federal	VACS Program Income
Title III-C-1	1. Program Management						
	2. Primary & Associated Cost						
	3. Site Operation						
	4. Nutrition Education						
	5. Nutrition Counseling						
	-State Match -Mil Levy -In Kind Match (provider/AAA match)						
	Total	-	-	-	-	-	-

I hereby certify that the above expenditures are for the period shown, are true and correct to the best of my knowledge and that all expenditures reported herein have been made in accordance with appropriate grant policies and for the purpose set forth in the grant application.

Name: [First] [Last]
 Signature: [Signature]
 Contact Person: [First] [Last]
 Title: Fiscal Manager
 Date: 11/20/2021
 Phone #: 123-456-7890

Financial Reports received to the KDADSAASCA inbox will be reviewed to ensure the form and file format are as requested. After review, reports will be sent to KDADS fiscal team for the review of the funds. KDADS fiscal team will contact the AAA directly while cc'ing the KDADSOAASCA inbox if a report needs to be revised or corrected.

4. Final Financial Reports. The final Financial Report and supporting documentation is due to KDADS on or before December 15th following the end of the September 30th grant period (KAR 26-2-3). This report will revise the September 30th report, thereby providing an accurate accounting for the fiscal year.
5. Consolidated Financial reports. The AAA shall submit a consolidated final financial report to KDADS for each program component and shall include a summarized report, certified by the AAA Executive Director, listing the program's receipts and expenditures as reported by each subgrantee, contractor, and subcontractor that supports the AAA's final financial report.

The instructions detailed in this guidance are intended to be permanent and not just for the duration of the COVID-19 pandemic recovery period. Question should be directed to KDADSOAASCA@ks.gov.

Amy Penrod
 Commissioner
 Long Term Services and Supports
 Kansas Department for Aging and Disability Services
 503 S. Kansas Avenue
 Topeka, KS 66603-3404

Table 1

Report Type	Award	Grants	Period	Due
Monthly Financial	Regular OAA 2020	Admin, IIIB, IIIC1, IIIC2, IIID, IIIE	Month	20 th
Monthly Financial	Regular OAA 2021	Admin, IIIB, IIIC1, IIIC2, IIID, IIIE	Month	20 th
Monthly Financial	Regular OAA 2022	Admin, IIIB, IIIC1, IIIC2, IIID, IIIE	Month	20 th
Monthly Financial	COVID-19 All	FFCRA: Admin, IIIC1, IIIC2 CARES: Admin, IIIB, IIIC1, IIIC2, IIIE HDC5: Admin, IIIC2 VAC5: Admin, IIIB ARPA: Admin, IIIB, IIIC1, IIIC2, IIID, IIIE	Month	20 th
Final Financial	Regular OAA 2020	Admin, IIIB, IIIC1, IIIC2, IIID, IIIE	FFY (10/1-9/30)	December 15
Final Financial	Regular OAA 2021	Admin, IIIB, IIIC1, IIIC2, IIID, IIIE	FFY (10/1-9/30)	December 15
Final Financial	Regular OAA 2022	Admin, IIIB, IIIC1, IIIC2, IIID, IIIE	FFY (10/1-9/30)	December 15
Final Financial	COVID-19 All	FFCRA: Admin, IIIC1, IIIC2 CARES: Admin, IIIB, IIIC1, IIIC2, IIIE HDC5: Admin, IIIC2 VAC5: Admin, IIIB ARPA: Admin, IIIB, IIIC1, IIIC2, IIID, IIIE	FFY (10/1-9/30)	December 15
Consolidated Final Financial	Regular OAA 2020	Admin, IIIB, IIIC1, IIIC2, IIID, IIIE	Entire Grant Period	December 15
Consolidated Final Financial	Regular OAA 2021	Admin, IIIB, IIIC1, IIIC2, IIID, IIIE	Entire Grant Period	December 15
Consolidated Final Financial	Regular OAA 2022	Admin, IIIB, IIIC1, IIIC2, IIID, IIIE	Entire Grant Period	December 15
Consolidated Final Financial	COVID-19 All	FFCRA: Admin, IIIC1, IIIC2 CARES: Admin, IIIB, IIIC1, IIIC2, IIIE HDC5: Admin, IIIC2 VAC5: Admin, IIIB ARPA: Admin, IIIB, IIIC1, IIIC2, IIID, IIIE	Entire Grant Period	December 15